



United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
Denver Federal Center, Building 50  
Denver, CO 80225-0047

IN REPLY TO:

1220 (HR-250) P

March 2, 2000

Instruction Memorandum No. HR-2000-033

Expires: 09/30/2001

To: BC, HR, RS, NI  
Attention: Timekeepers

From: Director, National Human Resources Management Center

Subject: Shipping of CY 1998 Time & Attendance (T&A) Reports to the Federal Records Center  
DD: 03/22/2000

We can now ship CY 1998 T&A records to the Records Center. The General Records Schedule dictates that original T&A records be kept for 6 years before being destroyed. You are required to maintain the current year and one previous year T&A records on-site.

***Procedures have changed for this year.*** We are asking each Center to designate an individual to coordinate with your timekeepers to ensure all T&As are accounted for. T&A's should be boxed in Federal Record Center boxes for submission to HR-250. ***Filing format is the same as last year.*** Please submit a file for each employee, to include all 26 time sheets. The files should be arranged in boxes by division. Each Timekeepers' files are submitted in alphabetical order with file dividers separating the office divisions. This new format will aid in the retrieval of documents, as we usually retrieve records for an employee, not for an entire division.

Each Center is to submit consolidated boxes of CY 1998 T&A's to HR-250, attention Pat Day, by March 22, 2000.

If you need additional information or assistance regarding disposition of records, please contact Pat Day, Records Administrator, at 236-6362, FAX 236-0711.

Distribution

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NI-101